

**American Embassy Kinshasa – GSO Shipping & Customs Office
498 Av. Colonel Lukusa
Kinshasa, D.R. Congo**

REQUEST FOR SEA FREIGHT SERVICES

Tender # S/2021/1

July 29, 2021

1. American Embassy Kinshasa Tender requirements

- a) Please provide American Embassy Kinshasa with your most favorable sea freight rates, up to free arrival destination, valid from **September 13, 2021 through September 12, 2022**. The destinations **on the attached spreadsheet** are split into two lists. One list contains the normal authorized destinations (**Tab – Regular Destinations**) as usual, and the second list (**Tab – Worldwide Destinations**) shows a set of other destinations. Forwarders/Maritime lines can quote on both lists, but only the first list (**Tab – Regular Destinations**) is obligatory to make your quote valid.
- b) Rates provided are for sea freight **from Matadi Port to final destination Port** and must cover sea carriage all the way. For the **fuel and security surcharge**, see “Special Provision” section “g” below.
- c) Rates are to be quoted in **U.S. Dollars only** and only to two numbers behind the decimal point (no other currency).
- d) **Routings**: You are required to show indirect routings (in case voyages are not non-stop). Please indicate those destinations on a separate sheet that require such indirect routings.
- e) Please advise Hazardous Material fee per shipment.
- f) U.S. Ocean carriers must be used if available.

g) Special Provision – FUEL and SECURITY surcharge ADJUSTMENT

Based on the fluctuating prices of fuel, forwarders/maritime lines must quote separately for the fuel and security surcharge. Backup documents must be provided for any change. An extra column was inserted in the spreadsheet to allow for this.

Do NOT include the fuel and security surcharge into your basic rate per container.

- h) Rates can be adjusted on channels only through the expressed written approval from the General Services Officer. All requests for change must be in writing.
- i) The rates offered under this Tender must be made available to the American Embassy Kinshasa for booking sea shipments directly with the assigned freight forwarder/maritime line for each shipping lane. Under this scenario, the American Embassy Kinshasa issues the work order, makes the shipment available to the freight forwarder/maritime line, provides any required paperwork and pays the invoice for each booking after transportation services are received that is the cargo is shipped to its final destination.

Tender # S/2021/1

2. Handling requirements

- a) American Embassy Kinshasa GSO Shipping & Customs Office instructs clearing companies via email to deliver shipment/container to the maritime lines dry port. No shipments are to be delivered prior to Tender Administrators' notification. Full voyage information (sea waybill number, voyage number and departure date) is to be provided to the Tender Administrators via email within THREE workdays after receipt of the DELIVERY ORDER. Please note that multiple-leg shipments require multiple voyage information.
- b) Any delays or cancellations of voyage are to be reported immediately via email to kinshasagsoshippingcustoms@state.gov.
- c) Each American Embassy Kinshasa shipment needs its individual SeaWay bill (or Master Bill of Lading). Consolidation on the Seaway bill with strictly commercial cargo is prohibited.
- e) Shipper's copy of the seaway bill must be in Tender Administrators' possession within 48 hours after departure. (showing exact markings and cargo description)
- f) Shipments are to be consigned to an American Embassy or Consulate only as shown on the delivery order, and NOT to an agent.
- g) The responsibility of the TSP (Transportation Services Provider) shall be assessed as follows:

For household effects: The TSP (Transportation Services Provider) must offer full replacement or repair value for damaged or lost items or in case of total loss, at a base value of \$8.50 per pound (net weight). Full replacement cost shall be the cost of a new item which is identical or materially similar to the item that was lost, destroyed or damaged. The TSP's maximum liability to the Government shall be \$153,000 per shipment.

For new items: The TSP (Transportation Services Provider) must offer full replacement or repair value for damaged or lost items or in case of total loss, at a base value of \$8.50 per pound (net weight). Full replacement cost shall be the cost of a new item which is identical or materially similar to the item that was lost, destroyed or damaged. For total losses the TSP'S maximum liability to the Government for loss destruction or damage shall be \$8.50 per pound (net weight).

For vehicles: In the event of loss/damage of vehicles, the measure of damages will be repair or replacement not to exceed the values determined by the National Automobile Dealers' Association (NADA) for the vehicle in the month of occurrence of the loss/damage.

In all cases, 'shipment' means the freight booked under a single shipment number, e.g. PM14924455.

3. Billing

- a) When several Kinshasa American Embassy shipments depart on the same seaway bill, they are to be assessed only those rates applicable to their combined weight/volume.
- b) Weights and measurements provided by Kinshasa American Embassy are official and charges can only be applied against those figures.
- c) Invoices must include Kinshasa American Embassy file number for each shipment and be submitted to: Kinshasainvoice@state.gov. The Kinshasa American Embassy file number is shown on the pickup order.
- d) Invoices need to reflect dimensions, cubic measurement, weight/volume ratio chargeable weight, and size of the container.
- e) Invoices for services rendered will be submitted for payment based on the rates submitted on this tender by the TSP and will be paid within 30 days of receipt of a complete and proper invoice.
- f) Submit your invoices to: Kinshasainvoice@state.com.

4. Qualified offers

Only those forwarders/maritime lines who are able to FULLY comply with the requirements cited above need return their offers for consideration. **Offers will only be evaluated when the below electronic form is used.** In case you have questions regarding the use of the spreadsheet, please email KinshasaTOS@state.gov.

Please use the following internet email address to return the filled out spreadsheet to the American Embassy Tender of Services: KinshasaTOS@state.gov.

Quotes are to be returned to Kinshasa American Embassy no later than 1600 hours, **Friday August 13, 2021**. Kinshasa American Embassy reserves the right to reject any or all quotes.

Sincerely,

Doug DeMaggio – Supervisory GSO

SEAFREIGHT RATE SHEETS

AMERICAN EMBASSY KINSHASA SEAFREIGHT Rate sheet - Tender # A/2020/1									
FORWARDER/MARITIME LINE	20' Dry Standard		40' Dry Standard				The column 'VESSEL' is to indicate whether Fuel or Security is to be billed at Actual or at Chargeable. In the columns Fuel and Security, use ONLY DIGITS.		
DESTINATION	- 2000Kg	+2000 Kg	- 2000Kg	+2000 Kg	Maritime line	Fuel S/C	Security S/C	VESSEL	Routing
ANTWERP									

If Maritime lines apply different fees, please indicate here

Maritime	Fee	Currency

Worldwide Destinations								
	20' Dry Standard		40' Dry Standard					
Destination	- 2000Kg	+2000 Kg	- 2000Kg	+2000 Kg	Maritime	Fuel S/C	Security S/C	Routing
ABIDJAN								
ABU DHABI								
ABUJA								
ACCRA								
ADDIS ABABA								
ALMATY								
ALGIERS								
AMMAN								

Kinshasa American Embassy GSO Shipping & Customs Office

ANTANANARI VO								
ASHGABAT								
ASMARA								
AUCKLAND								
BAMAKO								
BANDAR SERI BEGAWAN								
BANGKOK								
BANGUI								
BANJUL								
BEIJING								
BEIRUT								
BISSAU								
BRAZZAVILLE								
BUJUMBURA								
CAIRO								
CALCUTTA								
CANBERRA								
CAPE TOWN								
CASABLANCA								
CHENGDU								
CHENNAI								
CHITTAGONG								
COLOMBO								
CONAKRY								
COTONOU								
DAKAR								
DAMASCUS								
DAR ES SALAAM								
DHAKA								
DJIBOUTI								
DOHA								
DUBAI								
DURBAN								
DUSHANBE								
FREETOWN								
GABORONE								
GUANGZHOU								
HANOI								
HARARE								
HAVANA								
HELSINKI								
HO CHI MINH CITY								
HONG KONG								

Kinshasa American Embassy GSO Shipping & Customs Office

ISLAMABAD								
ISTANBUL								
JAKARTA								
JEDDAH								
JERUSALEM								
JOHANNESBURG								
KABUL								
KAMPALA								
KARACHI								
KATHMANDU								
KHARTOUM								
KIGALI								
KINSHASA								
KUALA LUMPUR								
KUWAIT								
LAGOS								
LAHORE								
LIBREVILLE								
LILONGWE								
LOME								
LUANDA								
LUSAKA								
MANAMA								
MANILA								
MAPUTO								
MASERU								
MBABANE								
MELBOURNE								
MONROVIA								
MONTREAL								
MUMBAI								
MUSCAT								
NAIROBI								
NDJAMENA								
NEW DELHI								
NIAMEY								
NOUAKCHOTT								
OUAGADOUGOU								
PESHAWAR								
PHNOM PENH								
PRAIA								
PRETORIA								
PUSAN								
RABAT								

Kinshasa American Embassy GSO Shipping & Customs Office

RIYADH								
SANAA								
SAO TOME								
SEOUL								
SHANGHAI								
SHENYANG								
SINGAPORE								
SYDNEY								
TAIPEI								
TANGIERS								
TASHKENT								
TBILISI								
TEL AVIV								
TOKYO								
TUNIS								
ULAAN BAATAR								
VIENTIANE								
VLADIVOSTO K								
WELLINGTON								
WINDHOEK								
YANGON								
YAOUNDE								
YEKATERINB URG								

Certificate of Independent Price Determination

(a) The offeror certifies that --

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to --

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2)

(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision ____Mr. CEO_____ *[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];*

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

TO : American Embassy Kinshasa GSO Shipping & Customs Office

FROM :

This is to confirm that we (I) have read and understood and agree to implement the requirements and conditions of transport contained in Kinshasa American Embassy's cover letter 'Request for Sea Freight Services'.

We (I) understand that failure to comply with any or all requirements could be cause for discontinuance of the use of our services to the affected destination(s).

We (I) understand that inaccurate information provided in response to this tender could result in exclusion from consideration for the related destination(s).

We (I) also understand that repeated infractions may result in exclusion of our company from participation in future solicitations of services.

Authorized : (Name/Signature)

Title/Company :